

# Mail Services Guide





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*When you see this envelope with an arrow, there is a reminder note.*

# INTRODUCTION

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## OBJECTIVE

Administrative Services, Materiel Division Mail Center provides mail pickup, delivery, and processing services to Nebraska State Government. These services include the processing of interagency mail and outbound mail as well as mail pickup and delivery for State Agencies in the Lincoln area.

Mail service is for official State business only. Personal mail and/or any mail unrelated to government business is not authorized and will not be processed.

This guide is designed to assist State Personnel in the preparation of all mailing materials.

## MISSION STATEMENT

The Mail Center's goal is to provide interagency and outgoing mail service to State Agencies. The mission of the Mail Center and Receiving Services is to insure that all outgoing mail be metered and placed with the U.S. Postal Service or UPS in a timely fashion and to process interagency mail as swiftly and as accurately as possible. Our focus is to meet customers' needs while implementing cost savings.

## ABOUT US

The Nebraska State Office Building (NSOB) Mail Center in conjunction with AS Printing Services currently processes over \$280,000 in U.S. postage each month. The Mail Center also processes on average over \$5,000 a week in UPS postage.



In addition to the Mail Center found in the NSOB, there is another mail center located on the first floor of the State Capitol Building. Mail Services also oversees two shipping/receiving operations located in the NSOB and the State Capitol Building as well as three mail courier routes which daily service State Agencies located within the Lincoln area.

Additionally, AS Printing Services has a very active mailing operation that specializes in various types of large mailings. This operation can be found in the lower level of 501 S. 14th Street in Lincoln.

## ADMINISTRATION

**Dave Zwart-** Administrator, Materiel Division

**Mitch Salomons-** Central Mail / AS Printing Services Manager

**John Barron-** Central Mail Services Supervisor

## CONTACT INFORMATION

**Mitch Salomons-** Mail Services Manager

Work: 402-471-2215/ [mitch.salomons@nebraska.gov](mailto:mitch.salomons@nebraska.gov)

**John Barron-** Central Mail Services Supervisor

Work: 402-471-2293/ Cell: 402-480-2294 [john.barron@nebraska.gov](mailto:john.barron@nebraska.gov)

**NSOB Mail Center-** 402-471-6659

[Asmat.MAILCENTER@nebraska.gov](mailto:Asmat.MAILCENTER@nebraska.gov)

**NSOB Receiving Operation-** 402-471-4586

[ASMAT.dock@nebraska.gov](mailto:ASMAT.dock@nebraska.gov)

**CAPITOL Mail Center-** 402-471-3770

[as.materielcapitolcopyservices@nebraska.gov](mailto:as.materielcapitolcopyservices@nebraska.gov)

**CAPITOL Receiving Operation-** 402-471-3542

[amat.capitoldock@nebraska.gov](mailto:amat.capitoldock@nebraska.gov)

**AS PRINTING SERVICES/ Mailing Operation-** 402-471-2826

[paula.berg@nebraska.gov](mailto:paula.berg@nebraska.gov)



# MAIL CENTER LOCATIONS & HOURS OF OPERATION:

## NSOB MAIL CENTER:

Nebraska State Office Building  
301 Centennial Mall South, 1st Floor  
402-471-6659  
Service Hours: 8:00 AM- 5:00 PM

## Mail Guarantee Cutoff Times:

- Registered Mail: **1:00 PM**
- USPS International Mail requiring customs forms: **1:30 PM**
- Certified Mail, USPS Express mail: **2:00 PM**
- Regular US Postal Mail, Flats, Presort Flats, Letters, Presort Letters, Parcels, Priority, UPS: **3:00 PM**

Additional NSOB Mail Drop Locations are available on floors 4 through 6. Final pickup time at Mail Drop Locations is 3:30 PM. Any overnight mail or other sensitive items should not be left in these Mail Drop Locations but should be delivered in person to the first floor Mail Center.

## CAPITOL MAIL CENTER:

State Capitol Building, 1st Floor  
Mail/Copy Center, Room 1419  
Service Hours: 8:00 AM – 5:00 PM

## Mail Guarantee Cutoff Times:

- Registered Mail, International, USPS mail requiring a customs form: **10:00 AM**
- USPS Express Mail: **2:00 PM**
- USPS Certified Mail, UPS Overnight packages, UPS Ground packages, Presort Letters, Presort Flats: **3:45 PM**
- Full rate letters, full rate flats, other USPS classes: **4:30 PM**

## RECEIVING SERVICES

Mail Services also oversees two receiving areas, one in the NSOB and another in the Capitol Building. These areas can be accessed by Agencies to load or unload. These areas are also responsible for the reception and delivery of all incoming materials and services

### State Capitol Building Receiving:

Service Hours: 7:00 AM – 3:30 PM

## RECEIVING SERVICES

### Nebraska State Office Building (NSOB)/Lincoln:

Service Hours: 8:00 AM – 4:00 PM



## QUESTIONS?

If you have any questions about the type of services we offer or the cutoff times for different mail classes in our mail centers, please call us at 402-471-6659.

***UPS Overnights, International, Priority Mail Express, & Same Day Mail- Must be separated and identified upon delivery to the Mail Center. Mail accepted after the cutoff times is not guaranteed to go out the same day.***



***There is a Federal Express drop box located by the first floor freight elevator outside of the Mail Center in the NSOB. State couriers will not pick up any outgoing Federal Express items from State Agencies.***

***Agencies requiring Federal Express services will need to call Federal Express to schedule a pickup.***



# STANDARD SERVICES

2

## MAILING & SHIPPING SERVICES AVAILABLE:

- Presort First Class Mail (Discounted Rate)
- First Class, Full Rate
- Priority Mail
- Post Cards
- Certified
- Registered
- Certificate of Mailing
- Signature Confirmation
- United Parcel Service (UPS):
- Overnight, Overnight Early AM, Overnight Saver, 2nd Day Air, 3 Day Select, Ground, International
- US Postal Service International
- Marketing Mail (Bulk Mailing)
- Library Rate
- Media Mail
- US Postal Services Express Mail
- Ink Jetting (Printing Services)
- Inserting (Printing Services)

## SIX DIGIT ACCOUNT NUMBERS (MAILING CODES):

Items to be processed in the Mail Center **MUST** have an approved, designated Six Digit Account Number (otherwise known as a Mailing or Billing Code). This number should appear on each mail piece, preferably underneath the return address. This number is used to bill the proper Agency (or Agency Division) for the postage required to process each individual piece of mail.

- If there is a change in the Six Digit Account Number or if it is wrong, please contact DAS Central Finance

## PRESORTED FIRST CLASS MAIL:

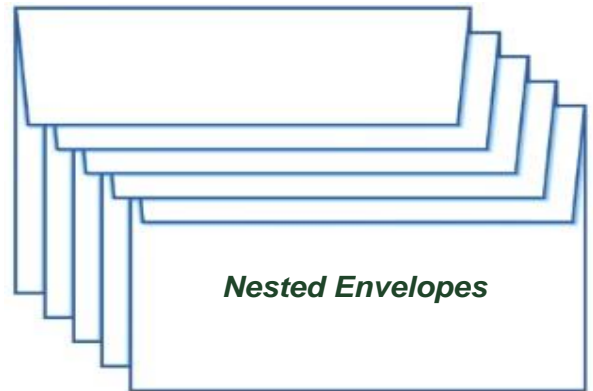
WHAT IS IT? First Class Mail presorted to qualify for a contracted discount rate.

### PRESORT LETTERS:

- Maximum weight: 3.5 oz. or less
- Letter sized envelopes must be no larger than 11 ½" long x 6 1/8" high x ¼" thick
- **Recipient Address MUST be typed (cannot be handwritten)**
- Bar code area must be clear for automation
- Must have a zip code
- Unsealed mail should be prepared with flaps over one another (nesting)
- Unsealed mail and sealed mail should be bundled separately
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



*Correct Presort Letter Format*



*Nested Envelopes*

### PRESORT FLATS (LARGE ENVELOPES):

- Maximum weight: 13 oz. or less
- Flats must be no larger than 15" long x 12" high x ¾" thick
- **Recipient Address can be EITHER typed or handwritten**
- Must have zip code
- Bottom of envelope must be clear for automation
- All flats MUST be sealed; do not rely on clasps to seal larger envelopes. Clasps need to be taped over in order to run through mail processors
- Mail will be returned to sender if undeliverable address
- Oversized envelopes and/or packages weighing OVER 13 oz. will be sent BEST WAY
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



## FIRST CLASS MAIL (FULL RATE):

WHAT IS IT? First Class Mail not sorted, thus not qualifying for a presort discount:

- Envelope size will dictate the method of shipping. In order to save on postage, use the proper sized envelope whenever possible.
- Letters do not need to be sealed.
- Unsealed mail should be prepared with flaps over one another (nesting).
- Unsealed mail and sealed mail should be bundled separately.
- Larger mailing envelopes (flats) **MUST BE SEALED.**
- Clasps need to be taped over (flats).
- Do not rely on clasps to seal manila/flat envelopes.
- Mail will be forwarded for one year if recipient has completed change of address card.
- Mail will be returned to sender if undeliverable address.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



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## FIRST CLASS PARCEL:

- A mail piece that cannot be ran through the mail processors
- Irregular shape
- Bulkiness
- Sending binder clips, CDs, pens, etc.
- Length being greater than 15 inches
- Weighs 13 oz. or less



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## POSTCARDS:

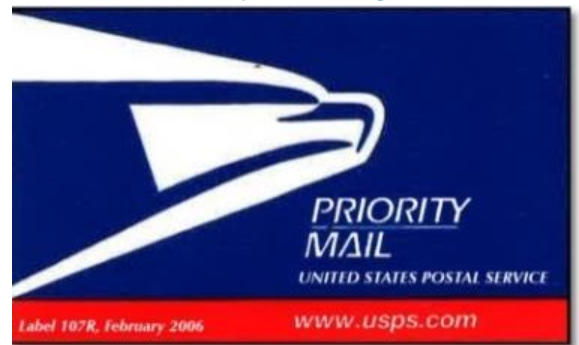
- Separate post cards from other mail and band together
- Maximum size: 6" long x 4 ¼" high x 0.016" thick
- Minimum size (Domestic): 5" long x 3 ½" high x 0.007" thick
- Minimum size (International): 5 ½" long x 3 ½" high x 0.007" thick
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



## PRIORITY MAIL:

- Maximum weight for First Class Mail is 70 pounds
- Weighs over 13 oz.
- Priority Mail offers flat rates for both envelopes and parcels
- Any mail weighing over 13 oz. is automatically classified as Priority Mail, but Priority Mail is also a mail class that can be consciously chosen
- Any mail weighing 13 oz. or less may be sent Priority Mail at sender's discretion
- Use Priority Mail for out of state deliveries when quicker service is desired (1-3 days)
- Priority Mail envelopes are available in the Mail Center and at any U.S. Post Office

*Priority Mail Logo*



*Samples of Priority Mail Envelope & Boxes*



## CERTIFIED MAIL:

Certified Mail is First Class Accountable Mail that provides a delivery confirmation number. Certified Mail delivery records are maintained at the recipient's Post Office for two years. Certified Mail cannot be sent outside of the United States (only valid with domestic mail).

- **Certified Mail** requires a confirmation numbered label and receipt.
  - Along with the confirmation number on the label is an identically numbered Certified Mail Receipt that can be, if the sender chooses, stamped and returned to the sender as proof that the mail piece was accepted by the U.S. Postal Service.
  - If the sender does not desire to have the receipt returned, the receipt can be discarded at the time of preparation. If filled out, this receipt should have the recipient information on it as well as the six digit account number.
  - When mail is processed, the total cost will be recorded on the receipt.
- A **"Firm" book** (or logbook), available at the NSOB Mail Center, can be used for the same purpose. Attach the Certified Mail Label and Receipt on the front of mail piece, at the top directly to the right of the return address.

### Certified Mail Receipt

U.S. Postal Service™  
CERTIFIED MAIL™ RECEIPT  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

**65-05-05**

Postage \$  
Certified Fee  
Return Receipt Fee (Endorsement Required)  
Restricted Delivery Fee (Endorsement Required)  
Total Postage & Fees \$

Sent To  
Street, Apt. No.;  
or PO Box No.  
City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

6 Digit Agency  
Code Goes Here

Enter Address  
Where Mail Piece  
Is Being Sent To

Where  
Postage Goes

Proper placement of a  
Certified Receipt affixed  
to a #10 envelope

CRAIG VAN SLYKE  
PRINTING SERVICES  
501 S. 14TH  
LINCOLN NE 68508

**65-05-05**

JOHN BARRON  
MAIL CENTER  
NSOB  
301 CENTENNIAL MALLS.  
LINCOLN NE 68509



# CERTIFIED MAIL- RETURN RECEIPT

- For an additional fee, a Return Receipt can be attached to a Certified Mail item
- Provides proof of delivery with a recipient signature.
- The Return Receipt should be filled out by the sender on both sides. The side with the sender's address should be attached face down on the back of the mail piece. On the side facing up, box #1 requires the destination address. Box #2 requires the Certified Mail number. At the top of the Certified Mail Receipt is a numbered label which can be pulled off and attached in box #2. Box #3 describes the service type desired, which in this case would require checking "Certified Mail".
- Restricted Delivery:** means that ONLY the addressee can sign for the mail piece. This is a good choice when you need to protect the privacy of your shipment.
- If you desire Restricted Delivery, check "yes" in box #4. Please note there is an additional fee for Restricted Delivery
- Certified Mail can also be insured (for an additional fee) with the use of an Insured Mail Receipt.
- Large Certified mailings** (75 pieces and up) with firm books will not be processed the same day they are received, unless they arrive early in the day. It takes a significant amount of time to process a large certified mailing properly and the busiest time of the day in the Mail Center is in the afternoon.
- SIX DIGIT ACCOUNT NUMBER REQUIRED.**



**Certified Mail Return Receipt**

USPS TRACKING#		First-Class Mail Postage & Fees Paid USPS Permit No. G-10
9590 9401 0000 5191 0000 12		
United States Postal Service		
* Sender: Please print your name, address, and ZIP+4® in this box*		
SAMPLE		

**Certified Mail Return Receipt (Reverse Side)**

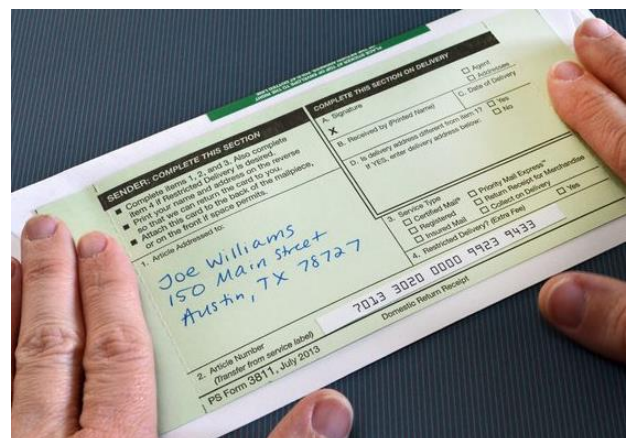
<b>SENDER: COMPLETE THIS SECTION</b>		<b>COMPLETE THIS SECTION ON DELIVERY</b>	
■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits.		A. Signature <input checked="" type="checkbox"/> X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to:		B. Received by (Printed Name) C. Date of Delivery	
SAMPLE		D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
2. Article Number (Transfer from service label)		3. Service Type	
		<input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
		<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery	
PS Form 3811, July 2015 PSN 7530-02-000-9053		Domestic Return Receipt	

## Proper Placement of Certified and Return Receipt

Flat Envelope



#10 Envelope





## REGISTERED MAIL:

- Registered Mail is the most secure mail service the Postal Service offers. It incorporates a system of receipts to monitor registered articles from the point of acceptance to delivery
- Registered Mail can be sent outside of the United States.
- A red Registered Mail numbered label must be attached to the top of a mail piece.
- All seams and open edges of mail **MUST** be covered by **brown filament tape ONLY**. Brown filament tape can be ordered through Office Depot.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



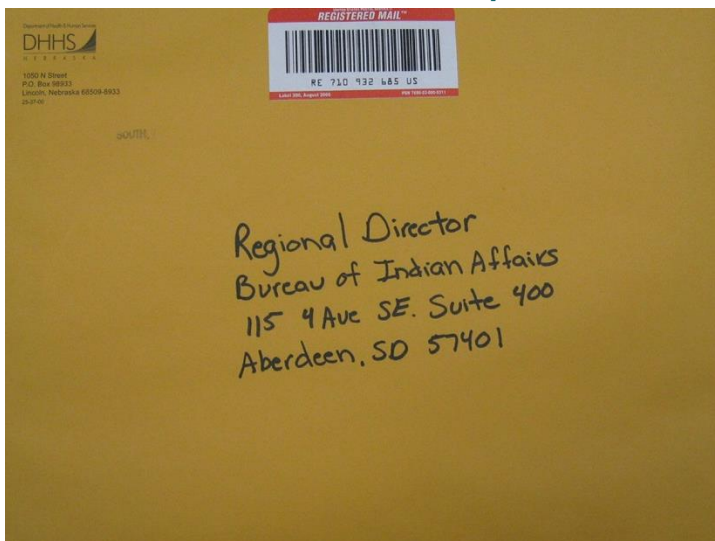
*Registered Mail Label*



*Brown Filament Tape*



*Registered Mail Label Properly  
Affixed to an Envelope*



*Properly Taped  
Registered Mail Piece*



- Either a Firm book or a Registered Mail Form MUST be used to record the transaction.
- If a Firm book is used, carbon paper must be put behind the page written upon to ensure the sender will have a copy: the Postal Service will keep the original.
- When using a Firm book, the sender's return address must be written in the upper left hand corner of each page.

### Firm Book Page

Owner's  
Address

USPS  
Tracking  
Number

Enter Full  
Address  
Where Mail  
Piece is Going

- If using Registered Mail forms rather than a Firm book, each piece of mail must have its own form.
- Postage insurance may be purchased for Domestic articles up to \$25,000.
  - Insurance for Registered International packages is limited.
- Return Receipt and Restricted Delivery Services are available for additional fees. For International mail, a pink International Return Receipt must be used. Added security may delay delivery by 24-48 hours.

### Registered Mail Form- Close Up

Registered  
Mail Form

## CERTIFICATE OF MAILING:

- Certificate of Mailing is an accountable mail service that provides evidence of mailing **ONLY**. It does not provide a record of delivery. It is less expensive than Certified or Registered mail and proves that your mail was accepted by the U.S. Postal Service.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



## INSURED MAIL:

- Protect your mail against loss or damage with insurance.
- Several options are available for adding security to sent articles.
- Whether sending software, DVDs or CDs, obtaining insurance provides security.
- Insure the package only for what its contents are worth; the mail item is insured for the actual value at the time and place of mailing.
- Two Convenient Ways to Purchase Insurance:
  - Insurance purchased online- Provides coverage up to \$200
  - Insurance purchased at the Post Office- Provides coverage up to \$5,000
- For items of greater value, use Registered Mail: can provide coverage up to \$25,000
- There are two different forms that can be used to purchase Insurance: One for coverage under \$200 and one for coverage over \$200
- Insurance is available for First Class Parcels, Priority Mail, Media Mail, and Library Mail.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



**Insured Mail Receipt Form  
for Under \$200**

**Insured Mail Receipt Form  
for Over \$200**



## SIGNATURE CONFIRMATION:

- Signature Confirmation provides added security by requiring a signature from the person who accepts the package.
- If the mail item is important, a sender may wish to be sure that it not only reaches the right address, but the right hands as well. Signature Confirmation provides confirmation of delivery, including date, time, and location. Confirmation can be obtained by either calling the Postal Service or by checking USPS.com- "Track and Confirm"
- Signature Confirmation is available with First Class Parcels and Priority Mail.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



*Signature Confirmation Receipt*

## USPS TRACKING:

- USPS Tracking allows the progress of mail to be viewed online and confirms when delivered.
- USPS Tracking can be used with 1<sup>st</sup> Class Parcels, Priority Mail, Priority Mail Express, Media Mail, and Library Mail at no extra charge
- Each package receives a label with a unique tracking number which can be easily monitored by logging onto USPS.com- "Track and Confirm".



## INTERNATIONAL MAIL (US POSTAL SERVICE):

- Customs requires additional forms for all International Mail EXCEPT for letters and large envelopes (flats) weighing under 16 oz. and containing only documents.
- Separate all International Mail from Domestic Mail.
- Mark such mail as “*International Mail*”.
- Provide a detailed list of contents and value on forms
- If mail piece weighs 16 oz. up to 4 pounds, exceeds ¾” in thickness, or contains durable goods; use PS Form 2976.

### International Mail- USPS Customs Declaration & Dispatch Note- PS Form 2976-R

**USPS®-USE ONLY: Place barcode label here.**

**UNITED STATES POSTAL SERVICE®**

**USPS Customs Declaration and Dispatch Note**

■ Print in English using blue or black ink.  
■ Complete all **SHADED** fields before acceptance.  
■ See the Privacy Notice on the reverse of Copy 4.

SENDER'S INFORMATION			SHIPMENT INFORMATION (Continued) — BOXED AREA IS FOR USPS-USE ONLY		
Full Last Name	Full First Name	MI	USPS Official Use	USPS Corporate Account	EMS Scheduled Delivery Date
Business Name (if applicable)		Sender's Telephone	Total Postage/Fees (U.S. \$)	Insured Value (U.S. \$)	Insured Fee (U.S. \$)
Address-1			7. Sender's Email Address		
Address-2			8. Addressee's Email Address		
City			9. Exporter's Reference (if applicable and known)		
State			10. Exporter's Telephone (if applicable and known)		
ZIP Code*			11. Importer's Reference (if applicable and known)		
12. Importer's Telephone (if applicable and known)			13. AES ITN (if applicable)		
14. AES Exemption — NOEEI§ (check one if applicable)			15. License Number (if applicable)		
Full Last Name			16. Certificate Number (if applicable)		
Full First Name			17. Invoice Number (if applicable)		
MI			18. Length (inches)		
Business Name (if applicable)			19. Width (inches)		
Addressee's Telephone			20. Height (inches)		
Address-1			21. Restrictions (if applicable — check all that apply)		
Address-2			22. Nondelivery Instructions (check one)		
City			23. Sender's Signature and Date		
State/Province			24. HS Tariff Number		
Country			25. Country of Origin		
SHIPMENT INFORMATION			I certify the particulars given in this customs declaration are correct. This package does not contain any undeclared dangerous items, or items prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
1. Category of Items (check all that apply)			For Business Mailers, for items in Block 2 (if the information is known)		
<input type="checkbox"/> Document <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Merchandise <input type="checkbox"/> Dangerous Goods			26. Total		
<input type="checkbox"/> Gift <input type="checkbox"/> Returned Goods <input type="checkbox"/> Humanitarian Donation <input type="checkbox"/> Other			27. Total		
2. Detailed Description of Contents (Enter only one item per line)			28. Total		
3. Quantity			29. Total		
4. Net Weight (Ea)			30. Total		
Lbs.			31. Total		
Oz.			32. Total		
5. Value (Ea)			33. Total		
U.S. \$			34. Total		
6. Total			35. Total		

PS Form 2976-R, April 2016 PSN 7530-17-000-7992

IMPORTANT: This package may be opened officially.

1 – Customs Declaration

## MARKETING (BULK) MAIL:

- Marketing (Bulk) Mail consists of a minimum of 200 pieces or 50 pounds
- Each piece must weigh less than 16 ounces
- Content must be identical for each piece
- Weight must be identical for each piece
- Postcards, letters, and flats are eligible for standard mail
- Postcards: Minimum dimension: 3 ½" x 5"
- Envelopes: Maximum dimension: 6 1/8" x 11 ½" x ¼" thick
- Folded self-mailers: Maximum dimension: 6" x 10 ½"
- Flats: Maximum dimension: 15" long x 12" high x ¾" thick
- For information on USPS folding requirements, in order to receive the best postage rates, contact Administrative Services Printing Services at 402-471-2826
- Must have correct zip code or zip + 4 code
- Presorted Standard Mail CANNOT be sent to foreign countries
- PREPARATION: Each piece must be stamped or preprinted with the permit imprint stamp

*State of Nebraska's Bulk  
Mail Permit Imprint Stamp*



PRSRT STD  
U.S. POSTAGE  
PAID  
STATE OF  
NEBRASKA

- Mail should be sorted by first three digits of zip code prior to Mail Center processing
- All flats MUST be sealed
- All envelopes SHOULD be sealed
- "Move Update Method" must be identified before mailing. (The term "Move Update Method" means: How do you update your mailing list? How do you keep addresses current? Do you use an NCOA link? Do you use ancillary service endorsements? Do you use an alternative method?)
- Have an accurate piece count when you bring your mailing to the Mail Center
- Six Digit Account Number NOT required on each piece
- Training on Standard Bulk Mail is available upon request. For questions or more information, contact:
  - Angela Angel: 402-471-3770
  - Paula Berg: 402-471-1800
  - John Barron: 402-471-2293



## ANCILLARY SERVICE ENDORSEMENTS

Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: "Electronic," "Address," "Return," "Change," or "Forwarding," followed by "Service Requested." The endorsements are the same for all classes of mail, but treatment and cost differ by class of mail. Use of an ancillary service endorsement on a mail piece obligates the mailer to pay any applicable charges for forwarding, returning, and separate address notifications.

Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address must be used and placed in the upper left corner of the address side of the mail piece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number). The "Electronic Service Requested" ancillary service endorsement is available for participants of Address Change Service (ACS) or OneCode ACS (used with mail pieces bearing Intelligent Mail barcodes). Mailers using Intelligent Mail barcodes may encode ancillary service requests into mail piece barcodes, but must also include a printed endorsement on Standard mail pieces. Information about traditional ACS and OneCode ACS is located in Publication 8a, Address Change Service.

An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a ¼ inch clear space around all sides of the endorsement. The endorsement and return address must read in the same direction as the delivery address.

The exhibit below shows the options for placing an endorsement. The endorsement shown (ADDRESS SERVICE REQUESTED) is just one of several options. See DMM 507.1.5 for a complete list of endorsements, treatment, and fee consequences according to the class of mail.

The endorsement must be placed in one of these four positions:

1. Directly below the return address
2. Directly above the delivery address area (which includes the delivery address block and any related non-address elements such as a barcode, keyline, or optional endorsement line)
3. Directly to the left of the postage area and below or to the left of any price marking
4. Directly below the postage area and below any price marking.

*An example of a  
#10 Envelope showing  
four possible positions  
for endorsements*



<b>Mailer Endorsement &amp; USPS Action</b>	<b>Priority Mail &amp; First-Class Mail</b>	<b>USPS Marketing Mail/Parcel Select Lightweight</b>	<b>USPS Retail Ground/Package Services/Parcel Select</b>
<b>Electronic Service Requested-1</b>	See DMM 507.1.5.1 for more information	See DMM 507.1.5.3 for more information	See DMM 507.1.5.4 for more information
<p><b>Address Service Requested-2</b> (Except for Shipper Paid Forwarding participants- see DMM 507.1.5.4)</p> <p>Forwarding and return. New separate address notification provided.</p> <p>Months 1 through 12: mailpiece forwarded; notice of new address provided, address correction fee charged.</p> <p>Months 13 through 18: mailpiece returned with new address attached.</p> <p>After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.</p>	<p>Forwarded at no charge</p> <p>Returned at no charge</p> <p>Returned at no charge</p>	<p>Forwarded at no charge.</p> <p>Weighted fee charged.</p> <p>Weighted fee charged.</p>	<p>Forwarded as postage due.</p> <p>Return postage charged at appropriate single-piece price.</p> <p>Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece price.</p>
<p><b>Return Service Requested</b></p> <p>No forwarding, only return. New address notification provided.</p> <p>Mailpiece returned with new address or reason for nondelivery attached.</p>	No charge.	Appropriate single-piece, First-Class Mail, or Priority Mail price charged.	Return postage charged at appropriate single-piece price.
<p><b>Change Service Requested</b></p> <p>(Except for Shipper Paid Forwarding participants.)</p> <p>No forwarding or return. New address notification provided.</p> <p>Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.</p>	See Notice 123- Price List	See Notice 123- Price List	See Notice 123- Price List

<b>Mailer Endorsement &amp; USPS Action</b>	<b>Priority Mail &amp; First-Class Mail</b>	<b>USPS Marketing Mail/Parcel Select Lightweight</b>	<b>USPS Retail Ground/Package Services/Parcel Select</b>
<b>Forwarding Service Requested</b>  Forwarding and return. New address notification provided only with return.  Months 1 through 12: mailpiece forwarded.  Months 13 through 18: mailpiece returned with new address attached.  After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Forwarded at no charge  Returned at no charge.  Returned at no charge.	Forwarded at no charge  Weighted fee charged.  Weighted fee charged.	Forwarded as postage due at appropriate single-piece price. Except Bound Printed Matter (without Delivery or Signature Confirmation) disposed of by USPS  Return postage charged at appropriate single-piece price.  Return postage charged at appropriate single-piece price.
<b>Temp- Return Service Requested</b>  Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A
<b>No Endorsement</b>  UAA handled by class of mail.	Same as USPS action for "Forwarding Service Requested."	Mailpiece disposed of by USPS	Same treatment as "Forwarding Service Requested." USPS Retail Ground, Media Mail and Library Mail forwarded as postage due to the addressee. If refused or being returned, mailer pays postage at the appropriate single-piece price (507.1.5.4)

## Footnotes to Ancillary Mail

1. Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. Handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.
2. For Address Change Service with First-Class Mail and Priority Mail, see 507.1.5.1, for ACS with Standard Mail see 507.1.5.3a.
3. USPS Retail Ground, Media Mail or Library Mail pieces are charged at the single-piece price for the class of mail. Parcel Select pieces are charged the Parcel Select Ground price plus the additional service fee. Notice 123- Price List. (DMM Exhibit 507.1.5.4)
4. Weighted fee is the appropriate single-piece First-Class Mail or Priority Mail price for the piece plus the nonmachinable surcharge if it applies (101.1.2), multiplied by 2.472 and rounded up to the next whole cent. For letter-size weighted fee prices, see 243.1.5.2.
5. For First-Class Mail and Priority Mail, Change Service Requested is only available with electronic Address Change Service (ACS). Only available for Priority Mail pieces containing perishable matter that bear the endorsement "Perishable." USPS Tracking and Signature Confirmation are the only two special services permitted with this endorsement.
6. Does not meet Move Update Requirement.

## MEDIA MAIL

- Must weigh 5.2 oz. or more
- Must contain a minimum of 8 pages
- Books, Reading Matter, Scholarly Matter
- 16 Millimeter or narrower films
- Printed Music, bound or unbound
- Sound recordings
- Printed test materials
- Play scripts, Manuscripts
- Printed educational charts
- Loose-leaf pages and binders consisting of medical information for doctors, hospitals, medical schools, and students
- Computer readable media
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



## LIBRARY MAIL

- For items on loan from or mailed between:
  - \* Schools, Colleges, Universities
  - \* Public Libraries
  - \* Research Institutions
  - \* Agriculture/ Veterans/ Non Profit Organizations
  - \* Zoos
- Books/ Reading Matter
- Educational and research material



If mailing books or other materials that qualify, and time is not an issue, consider using either Media Mail or Library Mail. These classes do not take much longer than First Class mail within the boundaries of Nebraska and can be cost effective, especially for large quantities.

# PRINTING SERVICES MAILING OPERATION

Lower Level, 501 S 14<sup>th</sup> St, Lincoln, NE

**- Printing Services Manager- Mitch Salomons- (402)471-2215**

**- Printing Services Coordinator- (402)471-8787**

- Printing Services Mail Operation specializes in processing large mailings from the preparation stage all the way to delivery to the Post Office.
- Printing Services can help design a mail piece for the best possible postal rate.
- Printing Services can also help with proper envelope design to use Business Reply Mail.
- Printing Services handles many types of mail including Marketing (Bulk) Mail, First Class, Presorted First Class, Permit Imprints (Indicia).
- Printing Services offers ink jet addressing and variable print digital addressing.
- For more individualized print and mail projects, specific information (names, addresses, I.D. numbers, etc.) can be incorporated into letters, postcards, license renewals, etc. to personalize each piece for a particular person or group.
- Send an address list to DAS Printing Services when uploading the Print Requisition.
- The address list will be processed with Bulk Mailer Business software.
- Using the NCOA (National Change of Address list), this will update, CASS-certify, barcode, and presort and address list making it eligible for the lowest automated postage rate, saving approximately \$.04 per piece on a mailing. Print Services prints the barcodes and addresses directly on the mail piece and delivers the mailing to the Post Office with the required documentation.
  - Printing Services is able to check for duplicate addresses in a list.
  - Interagency addresses should be in a separate file.

## INSERTING (INTELLIGENT INSERTING):

- Printing Services' inserters are capable of inserting up to five pieces into an envelope, sealing the envelope and metering it with First Class Presort (automated) postage.
- Inserters have the capability of reading 3" of 9" barcodes and 2D barcodes to allow the inserters to personalize the contents of each envelope.
- Minimum size: 3 ½" x 6"
- Maximum size: 6 ¼" x 9 ½"

*If in doubt on whether Printing Services Mailing Operation can help you with a mailing, just give us a call.*

*The first step to initiate any mailing project is to submit a printing requisition as early as possible.*



## UNITED PARCEL SERVICE (UPS)

UPS provides both ground and air shipping services for letters and packages.

- Free Supplies (Air only)
- Next Day Air Services
- 2<sup>nd</sup> Day Air
- 3 Day Select
- Ground Service- Commercial or Residential
- 100 Wt. Service
- 100 Wt. Multi Shipments
- International Shipping
- CampusShip



All packages are covered by \$100 insurance (pending inspection). Additional insurance may be purchased for a fee.

All UPS Shipments have guaranteed “Time & Transit,” meaning if a package does not arrive in the guaranteed time, UPS will refund the cost of the shipment. This guarantee does not extend to “Adverse Weather Conditions” as well as conditions viewed by UPS as “beyond their control.”

### *Save your agency Money*



- Many addresses in Nebraska (especially the Central & Eastern areas) are covered by a 1-day UPS Ground Guarantee. Before choosing one of the more expensive Next Day Air Services for a package that needs to reach its destination the following day, consider UPS Ground. Check with Mail Center staff for more information.
- If sending plastic, Styrofoam, or any other non-cardboard container, consider sending First Class to avoid UPS handling charges for packages not encased in cardboard.
- If mailing a heavy package (over 10 lbs.), check to be sure the mailing address is a street address, and not a PO Box number. UPS will not deliver to a PO Box and if a mail piece is heavy, the most cost effective method is UPS.
- Any package having a commercial address, weighing over 1 lb., and having a 68xxx zip code will be cheaper sent UPS rather than the U.S. Postal Service (unless it has a PO Box address or has a “first class” stamped on it).

## NEXT DAY AIR SERVICES

The determining factor for which service level to use is the time of day a shipment should arrive:

- Next Day Early AM Delivery (most expensive)- Package will arrive at its destination at the start of the next business day.
- Next Day Air (less expensive)- Package will arrive at its destination around 10:30 AM the next business day.
- Next Day Air Saver (least expensive)- Package guaranteed to arrive by end of next business day.

### UPS Next Day Air Form

*This Form can be used or the Mail Center can create one for your package*


**Note – Next Day Air Services are only guaranteed for the next BUSINESS DAY. If a package is sent on Friday it will not arrive at its destination until the following Monday unless SATURDAY DELIVERY is specified. SATURDAY DELIVERY entails an extra charge and is not available for every location.**

- Extra services such as COD, Third Party, Insured, Next Day Air, Saturday Delivery, etc. must be noted when handing over the package to the Mail Center for processing.
- Maximum weight: 150 pounds per package.
- Maximum size: 130" length and girth combined.
- Maximum length: 108" per package.
- Return Services (package retrieval) available.
- **UPS requires customs documents for international shipments (except letters containing only documents with no commercial value) as well as a special UPS International Shipping Form**

# INTERNATIONAL SHIPMENTS



**DECLARATION OF CONTENTS  
AND  
SHIPPER'S LETTER OF INSTRUCTION**



**FOR INTERNATIONAL SHIPMENTS**

© 1998 UPS

PLEASE REMOVE THIS COVER AND SEE REVERSE SIDE FOR INSTRUCTIONS

**UPS Declaration of Contents and Shipper's Letter of Instruction**

PLEASE TYPE, SEE INSTRUCTIONS ON BACK.

**1 SHIPPER'S UPS ACCOUNT NO.** **SHIPPER'S EMPLOYER IDENTIFICATION NUMBER (E.I.N.)**

**NAME OF SENDER** **TELEPHONE NO. (Very Important)**

**COMPANY NAME AND ADDRESS (include ZIP Code)**

**POSTAL CODE** **COUNTRY**

**2 RECEIVER'S UPS ACCOUNT NO.** **RECEIVER'S IDENTIFICATION NO. FOR CUSTOMS PURPOSES (V.A.T., Importer's No., R.E.C. No., etc.)**

**NAME OF CONTACT PERSON** **TELEPHONE NO. (Very Important)**

**COMPANY NAME AND ADDRESS (include Postal Code)**

**POSTAL CODE** **COUNTRY**

**3 PAYMENT OF CHARGES** *not all options available to/from all countries*

**BILL SHIPPING CHARGES TO:**

☐ SHIPPER (S) ☐ RECEIVER (R) ☐ THIRD PARTY (T)

☐ CREDIT CARD ☐ CHECK ☐ THIRD PARTY COMPANY NAME

**ENTER THIRD PARTY'S UPS ACCOUNT NO. OR SHIPPER'S MAJOR CREDIT CARD NO.** **THIRD PARTY COUNTRY OR EXPIRATION DATE**

**BILL DUTIES AND TAXES TO (DUTIABLE SHIPMENTS ONLY):**

☐ SHIPPER (S) ☐ RECEIVER (R) ☐ THIRD PARTY (T)

☐ CREDIT CARD ☐ CHECK ☐ THIRD PARTY COMPANY NAME

**THIRD PARTY COMPANY NAME**

**THIRD PARTY ACCOUNT NO.** **THIRD PARTY COUNTRY**

**UPS Worldwide Services Waybill (non-negotiable)**

**4 SERVICE LEVEL** (Please mark large "X". Select one level only. Refer to the appropriate service guide for levels available.)

<b>EXPRESS PLUS</b>	<input type="checkbox"/>	<b>1+</b>
<b>EXPRESS</b>	<input type="checkbox"/>	<b>1</b>
<b>SAVER</b>	<input type="checkbox"/>	<b>1P</b>
<b>EXPEDITED</b>	<input type="checkbox"/>	<b>2</b>
<b>STANDARD</b>	<input type="checkbox"/>	<b>2</b>

**5 SHIPMENT INFORMATION**

**ITEM NO. OF SHIPMENT** **ITEM NO. OF SHIPMENT** **QUANTITY RELATIVE WEIGHT OR MEASURE**

☐ Mark "X" if All Packages Are Same Size & Weight

☐ Mark "X" if Large Package Surcharge applies to lead package

☐ Mark "X" if Additional Handling Charge applies to lead package

**6 ENV** **PAK** **10KG BOX** **25KG BOX** **OTHER**

**DESCRIPTION OF GOODS**

**DECLARED VALUE OF SHIPMENT FOR CARRIAGE ONLY (US \$)** **DECLARED VALUE OF SHIPMENT FOR CUSTOMS ONLY (US \$)**

**REFERENCE NO. 1** **REFERENCE NO. 2**

**7 COUNTRY OF ORIGIN (MANUFACTURE) OF GOODS**

**UPS Waybill Tracking No.** **H554 749 475 2**

**SPECIAL INSTRUCTIONS**

☐ Saturday Delivery

**8 U.S. SHIPPER'S EXPORT DECLARATION (S.E.D.)**

An S.E.D. is required when the value of any commodity is greater than \$2,500 U.S. or when an export license is required.

☐ Check here if S.E.D. is included with Export Documents.

☐ Enter your A.E.S. (IN number if S.E.D. is electronically filed).

☐ Check here and complete section below if you want UPS to prepare an S.E.D. on your behalf.

**HARMONIZED TARIFF CODE** **BCCN** **Export Commodity Control No.**

**LICENSE NUMBER & EXPIRATION DATE OR LICENSE EXCEPTION**

**COUNTRY OF ULTIMATE DESTINATION**

**PARTIES TO TRANSACTION** **RELATED** **NON-RELATED**

**9 DATE OF SHIPMENT** **SHIPPER'S SIGNATURE**

**RECEIVED FOR UPS BY:**

**SHIPPING CHARGES:**

When applicable, use reverse side of Shipper's Copy to calculate charges. Record total here.

UPS COPY

FOR INTERNATIONAL INFORMATION OR ASSISTANCE CALL 1-800-782-7895

**UPS Worldwide Service Waybill Form**

*Please make sure to sign & date form*

## UPS CAMPUSHIP

UPS CampusShip is a secure, web-based shipping system that enables agencies or specific employees who are spread across multiple campuses, large office buildings, or locations in other cities to ship documents, packages, and freight from any computer with internet access. CampusShip provides a flexible shipping solution without sacrificing the impressive WSCA-NASPO contracted discount rates applied to UPS packages in the Mail Center.

For questions regarding CampusShip or to discuss if CampusShip is a good fit, please call the Mail Center.

## U.S. POSTAL SERVICE PRIORITY MAIL EXPRESS

- Domestic Mail delivered next day to most locations
- International Mail, average delivery time is 3 days
- (Check with Post Office for specific locations/delivery times)
- Sunday, holiday, and 10:30 AM scheduled delivery service available for a fee (Sunday delivery to major points only).
- Tracking information with USPS Tracking and up to \$100 in insurance coverage
- No surcharge for fuel, Saturday, residential or rural delivery
- Flat rate pricing available
- International Express Mail to 175 Countries
- Supplies available in the Mail Center or any U.S. Post Office
- Priority Mail Express items MUST be in the NSOB Mail Center no later than 3:00 PM in order to be processed the same day.

### USPS Express Mail Shipping Form

EXPRESS MAIL  
UNITED STATES POSTAL SERVICE®

Mailing Label  
Label 11x5, March 2004

Post Office To Addressee

DELIVERY (POSTAL USE ONLY)

Delivery Attempt	Time	Employee Signature
Mo. Day	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Delivery Attempt	Time	Employee Signature
Mo. Day	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Delivery Date	Time	Employee Signature
Mo. Day	<input type="checkbox"/> AM <input type="checkbox"/> PM	

CUSTOMER USE ONLY

PAYMENT BY ACCOUNT  
Express Mail Corporate Acct. No.

WAIVER OF SIGNATURE (Domestic Mail Only)  
Additional merchandise insurance is void if customer requests waiver of signature.  
Insured delivery to be made without obtaining signature of addressee or agent. If delivery employee judges that article can be left in secure location and I authorize that delivery employee's signature constitutes valid proof of delivery.

Federal Agency Acct. No. or Postal Service Acct. No.

NO DELIVERY  
☐ Weekend ☐ Holiday ☐ Master Signature

FROM: (PLEASE PRINT) PHONE ( )

TO: (PLEASE PRINT) PHONE ( )

ZIP + 4 (U.S. ADDRESSES ONLY. DO NOT USE FOR FOREIGN POSTAL CODES.)

FOR INTERNATIONAL DESTINATIONS, WRITE COUNTRY NAME BELOW.

FOR PICKUP OR TRACKING  
Visit [www.usps.com](http://www.usps.com)  
Call 1-800-222-1811

EMS

## GLOBAL EXPRESS GUARANTEED

Global Express Guaranteed is not frequently used by the Mail Center but it is an option for special circumstances. It provides the fastest international shipping service offered by the U.S. Postal Service. It is also by far the most expensive. For more information regarding Global Express Guaranteed contact either the Mail Center or the U.S. Post Office.



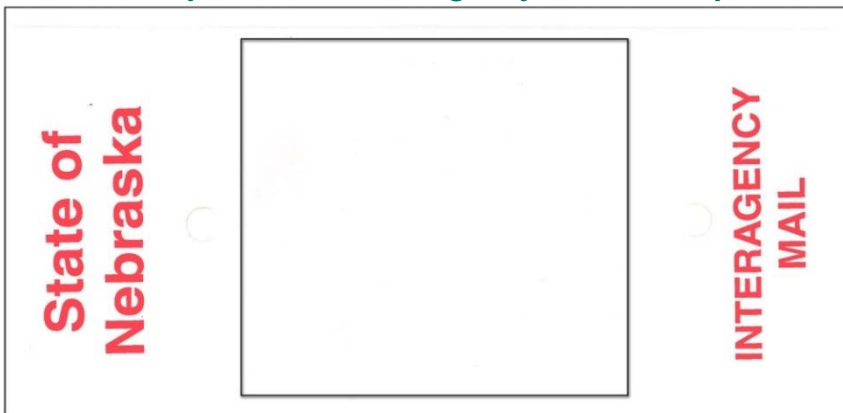
# INTERAGENCY MAIL

4

## INTERAGENCY MAIL SERVICES

- Interagency Mail is defined as any piece of official State Government mail, package, or other item which goes from ONE state agency to ANOTHER, where no postage is required.
- Interagency Mail and Courier Services do NOT include transporting items (with the exception of small amounts of interoffice mail) from one branch of an agency to another branch of the **SAME** agency.
- Interagency Mail cannot be tracked and makes several stops for sorting before it reaches its final destination. **Any piece of mail that is IRREPLACEABLE OR EXTREMELY TIME SENSITIVE should not be sent by Interagency Mail.**
- Please separate Interagency Mail from regular mail.
- Use Interagency Mail envelopes (available through the Mail Center)-  
**sizes #10, 10 X 13, and 12 X 15 ½**

*Example of a #10 Interagency Mail Envelope*



*Interagency Mail Insert Card*

FROM:	Name _____
	Agency _____
	Building _____
TO:	Name _____
	Agency _____
	Building _____
<b>ONLY USE THIS SIDE ONCE</b>	

- Use Interoffice Insert Cards (available through the Mail Center).
- **For best results, fill out Insert Address Cards completely. Print or write clearly. Avoid abbreviations or Acronyms if possible. Use full name, Agency, and Building.**
- For large mailings, white #10 envelopes may be used provided each is clearly stamped or marked "INTERAGENCY"

## MAIL RETURN FORM

Whenever the Mail Center is unable to process a piece of mail, the mail piece will be returned by interagency mail with a Mail Returned form attached. This Mail Return form may also be used for any other class of mail that cannot be processed by the Mail Center.

### *Mail Return Form*

**This mail is being returned to: \_\_\_\_\_ for the following reason(s):**

\_\_\_\_\_ Envelope and/or contents damaged by mail processing equipment.

\_\_\_\_\_ Incomplete or inadequate address.

\_\_\_\_\_ Contents inserted into envelope improperly.

\_\_\_\_\_ Excessive postage was inadvertently applied to the piece.

\_\_\_\_\_ No mail code (six digit) \_\_\_\_\_ Invalid mail code

\_\_\_\_\_ Ineligible for Interagency mail delivery \_\_\_\_\_ Other

\_\_\_\_\_ No Return Address      Comments: \_\_\_\_\_

\_\_\_\_\_ Mail Center Employee signature

Please correct the above problem(s) and return any used envelopes to the NSOB Mailcenter for postage credit. We apologize for any inconvenience this has caused, and appreciate your cooperation. If you have any questions, please call 471-6659.



# INTERAGENCY COURIER SCHEDULE

The times given on this schedule are not arrival times but are actually departure times from the location given. In other words, our drivers are obligated to stay at a pick up location until this given time. If your mail is ready to go by this time, we guarantee we will pick it up. Our arrival times might vary depending on weather conditions, staffing, etc. But our departure times will not be any earlier than listed unless permission is given by the customer agency. We have three separate Courier Routes, or "Runs". Here is the current schedule at time of printing.

## NORTH RUN

### Morning

- 8:45- Atrium: 1200 N St
  - Environmental Quality
  - Public Service Commission
  - Library Commission
  - Labor Workforce
- 9:00- 137 NW 17<sup>th</sup> St
  - Department of Revenue
  - Lottery
- 9:15- 1500 R St
  - Historical Society
- 9:20- 1100 N 17<sup>th</sup>
  - UNL
- 9:45- 4600 Valley Rd
  - Visually Impaired/Hearing Impaired
- 9:55- 1540 S 70<sup>th</sup>, Ste. 202
  - Office of Public Guardian
- 10:10- 3808 Normal Blvd/ 3806 Normal Blvd
  - Supreme Court Counsel for Discipline
  - Attorney Services Division
- 10:35- 575 S 10<sup>th</sup> St
  - City County Building
- 10:45- Apothecary Building: 140 N 8<sup>th</sup> St
  - Postsecondary Education
  - Board of Advocacy
  - Unclaimed Property

### Afternoon

- 12:50- 3977 Airpark Rd
  - State Patrol Crime Lab
- 1:00- 3920 W Kearney
  - State Patrol Carrier Enforcement
  - Supply
- 1:05- 4130 NW 37<sup>th</sup>
  - State Patrol Troop HQ
- 1:20- 3431 Aviation Rd
  - Aeronautics
- 1:30- 3800 NW 12<sup>th</sup> St
  - State Patrol CID
  - State Patrol SOR
- 1:45- 3901 N 27<sup>th</sup>
  - Vocational Rehab
  - Assistive Technology
- 1:55- 2200 N 33<sup>rd</sup>
  - Game and Parks
- 2:05- 2320 N 57<sup>th</sup> St
  - Corrections Staff Training Academy
- 2:10- 5900 Walker Ave
  - Racing Commission
  - TAB (on request)
- 2:20- 555 N Cotner
  - Educational Lands & Funds
  - State Surveyor
- 2:25- 5001 Central Park Dr.
  - Judicial Branch Education
  - Nebraska Court Improvement Project
- 2:40- 1050 N St
  - HHS Golds Galleria

## ***DOWNTOWN RUN***

### ***Morning***

- 9:35- 1526 Building
  - Retirement
  - Board of Accountancy
  - Investment Council
  - Banking
  - DAS Human Resources
  - Risk Management
  - 309 Task Force
  - Building Division
  - Central Services
  - DAS Legal
  - Materiel
  - Employee Relations
  - Benefits
  - Personnel
  - DAS Director
  - DAS Accounting
  - DAS Accounting IT
- 9:55- Ferguson House, 700 S 16<sup>th</sup>
  - Environmental Trust
  - Gamblers Assistance Program
- 10:00- 1445 K
  - Capitol Building
- 10:20- 521 Bldg. (Exec Bldg.), 521 S 14<sup>th</sup>
  - Supreme Court Offices
  - Energy Office
- 10:25- 501 Bldg.: 501 S 14<sup>th</sup>
  - Printing Services
  - CIO
- 10:40- Centre Terrace Bldg. 1225 L St
  - Accountability & Disclosure Comm.- Ste. 400
  - Foster Care Review Board- Ste. 401
  - Ombudsman- Ste. 300

### ***Afternoon***

- 1:20- 304 Victory Lane
  - Sun Valley HHS Call Center
- 1:30- Atrium- 1200 N St
  - Environmental Quality
  - Public Service Commission
  - Library Commission
  - Labor Workforce
- 1:40-
  - Insurance
- 1:50- Heritage Square- 421 S 9<sup>th</sup>
  - Treasurer Child Support
- 2:25- Great Western Bank- 1221 N St
  - Attorney General
  - Worker's Comp
  - Secretary of State Business Division- 1201 N
- 2:40- 1010 Lincoln Mall
  - Worker's Comp 1010
- 2:45- Farmer's Mutual Bldg.- 1220 Lincoln Mall
  - Board of Barber Examiners- Ste. 100
  - Electrical Board- Ste. 125
- 2:55- 1527 H
  - College Board
- 3:05- 1526 Bldg.
  - Retirement
  - Board of Accountancy
  - Investment Council
  - Banking
  - DAS Human Resources
  - Risk Management
  - 309 Task Force
  - Building Division
  - Central Services
  - DAS Legal
  - Materiel
  - Employee Relations
  - Benefits
  - Personnel
  - DAS Director
  - DAS Accounting/DAS Accounting IT

## ***SOUTH RUN***

### ***Morning***

- 8:30- 1445 K
  - Capitol Building
- 8:45- 1201/1225 N St  
(Great Western Bank Bldg.)
  - Secretary of State- Business Division
- 8:55- 4201 S 14<sup>th</sup>
  - Nebraska Penitentiary
- 9:10- 800 Pioneers Blvd
  - Cornhusker State Industries (CSI)
- 9:20- 2720 West Van Dorn
  - Community Center Corrections Lincoln (CCCL)
- 9:45- Folsom & West Prospector on Regional Center Campus
  - DCS (Department of Correctional Services) - YY Bldg./ Bldg. 1
- 10:00- 5220 S 16<sup>th</sup> St
  - HHS South
- 10:20- 1600 Hwy 2
  - State Patrol Headquarters
- 10:00- 5220 S 16<sup>th</sup> St
  - HHS South
- 10:20- 1600 Hwy 2
  - State Patrol Headquarters
- 10:30- 3701 S 14<sup>th</sup>
  - Health & Ag Labs
- 10:40- 1010 Lincoln Mall
  - Workman's Compensation Court

### ***Afternoon***

- 12:10- Leave NSOB
- 12:20- 4201 S 14<sup>th</sup>
  - Nebraska Penitentiary
- 12:25- 5001 S 14<sup>th</sup> St
  - Highway Safety
- 12:30- 5001 S 14<sup>th</sup> St
  - Surplus Property
- 12:40
  - Developmental Disabilities (DDS)
- 1:00- 3216 West Van
  - LCC (Lincoln Correctional Center)
- 1:15- 801 W Prospector Pl
  - Lincoln Regional Center, Bldg. 9
- 1:20- Folsom & West Prospector
  - DCS YY Bldg./Bldg. 1- Regional Center Campus
- 1:45- 3800 Village Dr.
  - Veteran's Affairs
- 2:00- 1600 Highway 2
  - State Patrol Headquarters
- 2:15- 1500 Highway 2
  - Department of Roads
- 2:20- 3701 Arapahoe
  - Health and Ag Labs
- 2:30- 1445 K St
  - Capitol (pickup only)

## ***LAST RUN OF THE DAY***

- 3:45- 1445 K St
  - Capitol Building
- 4:00- 550 S 16<sup>th</sup> St
  - Labor
- 4:30- 1445 K St
  - Capitol Building

# OTHER SERVICES & PROCEDURES

## 5

### REQUEST TO RECALL MAIL

Mail that has already been delivered to the Mail Center can be retrieved by completing a Request to Recall Mail Form. Once a mail piece is processed, it becomes one among thousands, thus retrieval cannot be guaranteed. If time is available, Mail Center employees will look for a lost mail piece for a short period. In order to avoid this, please give your mail a final check before leaving it in the Mail Center for processing.

#### *Request to Recall Mail Form*

Department of Administrative Services - Materiel Request for Recall from Mail Center		
Total number of pieces requested _____. Indicate the type of item being recalled:		
<input type="checkbox"/> US Postal <input type="checkbox"/> Letter <input type="checkbox"/> Flat Envelope <input type="checkbox"/> Certified <input type="checkbox"/> Registered		
<input type="checkbox"/> Priority <input type="checkbox"/> Express Mail <input type="checkbox"/> Insured		
<input type="checkbox"/> UPS <input type="checkbox"/> Envelope <input type="checkbox"/> Package/Box		
<input type="checkbox"/> Federal Express <input type="checkbox"/> Envelope <input type="checkbox"/> Pak <input type="checkbox"/> Box		
<input type="checkbox"/> Other <input type="checkbox"/> (Describe) _____		
Reason for Recall of Mail: _____		
Hour Mailed: _____	Date Mailed: _____	Where deposited: _____
<b>Return Address and Address of Recall Item:</b>		
<b>Address:</b>	_____	
<input type="checkbox"/> Handwritten	_____	
<input type="checkbox"/> Typed/Label	_____	
<input type="checkbox"/> Other	_____	
Name _____		
Street / PO Box _____		
Other _____		
City, State, ZIP _____		
Agency Billing Code (6 - digit) - - - - -		Agency Name _____
Requestor's Name _____		Requestor's State ID No. _____
Requestor's Signature and Date _____		
Phone Number _____		
Were the items found? Yes No		
If no, indicate why. _____		
DAS Employee's Signature _____		

# POSTAGE AUTHORIZATION FORM (PA SLIP)

- A Postage Authorization Form (or PA slip) can be used as an accounting tool or more simply as a receipt to confirm the amount of postage used.
- When used as an accounting tool, the cost of postage is written on the PA slip, then confirmed in our G2 accounting system. A copy of the completed PA slip is sent back to the originating agency for their records and can be proof if billing disputes arise. This is a time consuming process and not meant for multiple pieces. More than three pieces at one time from an agency will not be put into our accounting system in this manner. Rather, we will run a report, and attach it to the PA slip and return it to you and this also can be used if billing issues arise.
- When not used as an accounting tool but rather as a simple receipt, our operators will record the exact amount of postage used on the PA slip, and return a copy to you and keep one for our records. The amount will not be confirmed formally in our accounting system but you will still have proof of how much the postage was. Many agencies use this method so they can charge their customers for postage used.
- Different classes of mail (even if coming from the same agency) should have a different PA Slip.
- PA Slips can be ordered from Printing Services.

## Postage Authorization Form

State of Nebraska <b>POSTAGE AUTHORIZATION AND INVOICE</b>		
Agency Code <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	Date <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	Class <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>
Department <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>		
Number Pieces <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	Total Cost <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	
Special Instructions If Applicable: <div style="border-bottom: 1px solid black; height: 40px; margin-top: 5px;"></div>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>One Form for Each Class of Mailing</b> </div>		
<b>Mail Center use only</b>		
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> I hereby authorize the expenditure of the above postage charges and certify that the records of this agency indicate sufficient funds have been provided the Materiel Division for this purpose.		
Signature <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	Title <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	
Phone <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	<div style="font-size: 2em; color: red; font-weight: bold; margin-top: 20px;">10003</div>	

# ADDRESSING TIPS & FORMATTING

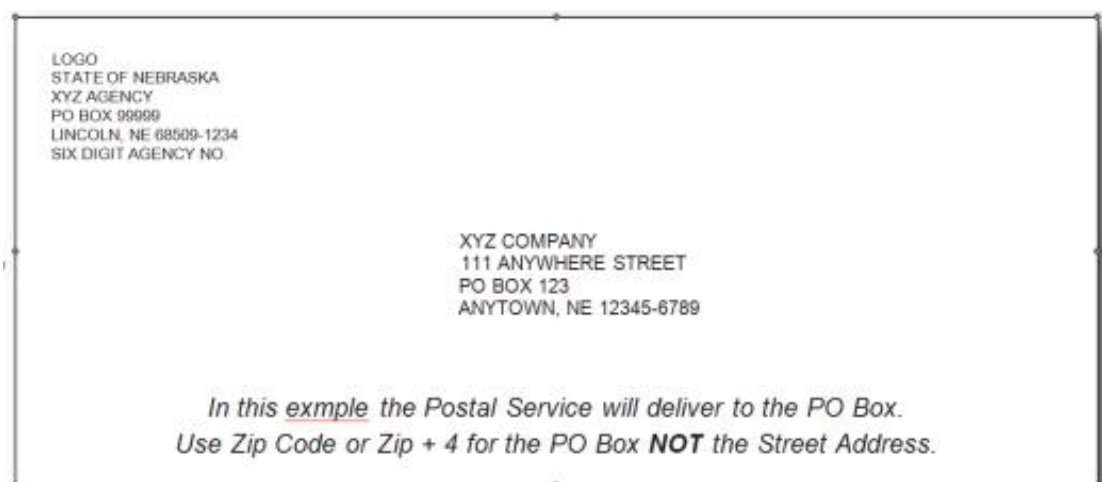
## 6

### GENERAL FORMAT

- CAPITALIZE everything in the address
- Use a two-letter abbreviation for states (See page 37)
- Use only accepted standard abbreviations for address (See page 38)
- Use zip + 4 codes (9 digit zip codes)
- Address should be **MACHINE PRINTED**
- The City, State, and Zip Code should appear on the same line
- If there is not enough room, the zip code can be placed alone on the bottom line. The desired delivery address should be on the line immediately above the City, State, and Zip Code line.

### POST OFFICE BOX ADDRESS & STREET ADDRESS TOGETHER

- Mail addressed with both a post office and a street address, will be delivered to the second line of the address.
- Zip Code or Zip + 4 **MUST** correspond with the bottom line address





## LINE SLANT

- Care should be taken to ensure that the address is parallel with the bottom edge of the mail piece. (This is especially important if address labels are affixed to the mail piece).
- Line slant relative to bottom edge should not exceed 5 degrees.

## RETURN ADDRESS

- All outgoing mail must have a **State Government** return address identifying **Agency name, Street and/or Post Office Box, City, State, and Zip Code.**
- **SIX DIGIT AGENCY CODE** (directly below return address)

## LOGO PLACEMENT

- Agency logos and other items, which are not a part of the delivery address, must be placed above the delivery address line.

## PRINT QUALITY & COLOR

- Print must be clear and sharp, ensuring characters do not touch or overlap.
- Black ink on white background is most readable.
- Do not use reverse color printing (light characters on dark background).

## ENVELOPES- REGULAR

- Mail of any kind to be transported by the U.S. Postal Service should be sealed in an appropriate envelope or parcel.
- **When sending more than six pieces of paper in an envelope, seal before delivering to Mail Center** (Automated equipment will not automatically seal).
- If Mail Center equipment cannot seal mail because the envelope is too full, it will be returned for manual sealing.
- Unsealed mail should be prepared with flaps over one another (nested). See image.
- Unsealed mail and sealed mail should be bundled separately.

*Nested Envelopes* →



- **Mail with different Six Digit Account Numbers (mailing codes) should be bundled separately even if from the same agency.**
- Some items cannot be sent through the U.S. Postal Service. In addition to jamming and/or damaging mailing machinery, these items can potentially cause serious injury to Mail Center or U.S. Postal Service employees. Examples of items that cannot be mailed: Paperclips, glass chips, or sand. Furthermore, the Mail Center will not process hazardous or restricted materials such as explosives, flammable or combustible items, poisons, infectious substances, etc. For information on how to ship such items, contact the U.S. Postal Service.

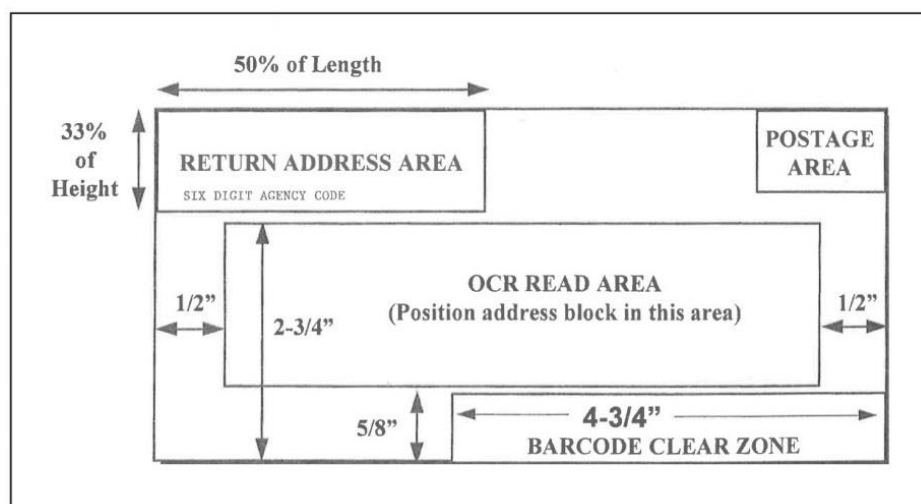
## ENVELOPE DIMENSIONS

- Minimum size: 3 ½" x 5"
- Maximum size: 6 1/8" x 11 ½"
- Minimum thickness: 0.007
- Maximum thickness: 0.2511 (1/4")
- Use white envelopes for best legibility. Avoid brilliant, deep colors.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



## SPECIFIC FORMATS

- Address Box Locations



LOGO STATE OF NEBRASKA XYZ AGENCY PO BOX 99999 LINCOLN, NE 68509-1234 SIX DIGIT AGENCY NO.	XYZ COMPANY ADDRESS LINE (optional) PO BOX 123 ANYTOWN, NE 12345-6789
-----------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

LOGO  
STATE OF NEBRASKA XYZ  
AGENCY  
PO BOX 99999  
LINCOLN, NE 68509-1234 SIX  
DIGIT AGENCY NO.

INTERNATIONAL MAIL

XYZ COMPANY  
ADDRESS LINE 1  
ADDRESS LINE 1  
COUNTRY

### *Address Block Location for International Mail*

## WINDOW ENVELOPES

- The entire address must be visible at all times.
- Minimum size: 3 ½" x 5"
- Maximum size: 6 1/8" x 11 ½"
- Minimum thickness: 0.007"
- Maximum thickness: 0.2511" (1/4")
- Contents **MUST** be folded and/or inserted so the entire address is visible at all times.
- **When sending more than six pieces of paper in an envelope, seal before delivering to the Mail Center. (Automated equipment will not automatically seal).**
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



## FLATS

- A "Flat" is the common term for an oversized envelope, larger than 6 1/8" x 11 ½" having maximum dimensions of 15" long x 12" high x ¾" thick. **It must have a smooth rectangular surface (no paper clips or binder clips inserted), exhibit flexibility, and weigh no more than 13 ounces.**
- Flats up to 13 ounces are mailed at First Class rates.
- **Flats MUST be sealed before delivering to Mail Center, do not rely on clasps to seal flats. Clasps must be taped over with strong clear tape in order to be fun through mail processors.**
- Use appropriate size envelope for contents.
- Automated equipment cannot accurately weigh envelopes 13" or longer. If possible, use envelopes no greater than 13" in length.
- Recipient's address and return address must be legible.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



## TYPE STYLE & SPACING

- Do not use punctuation (hyphen between zip code and + 4 is acceptable)
- Use plain block letters or a typeface such as Arial
- Leave one or two spaces between words and between the state abbreviation & zip code or zip + 4

### *Unacceptable Type Styles*

<b>BOLD</b>	<i>Italic</i>
<b>Extended</b>	Stylize
Condensed	<i>Script</i>

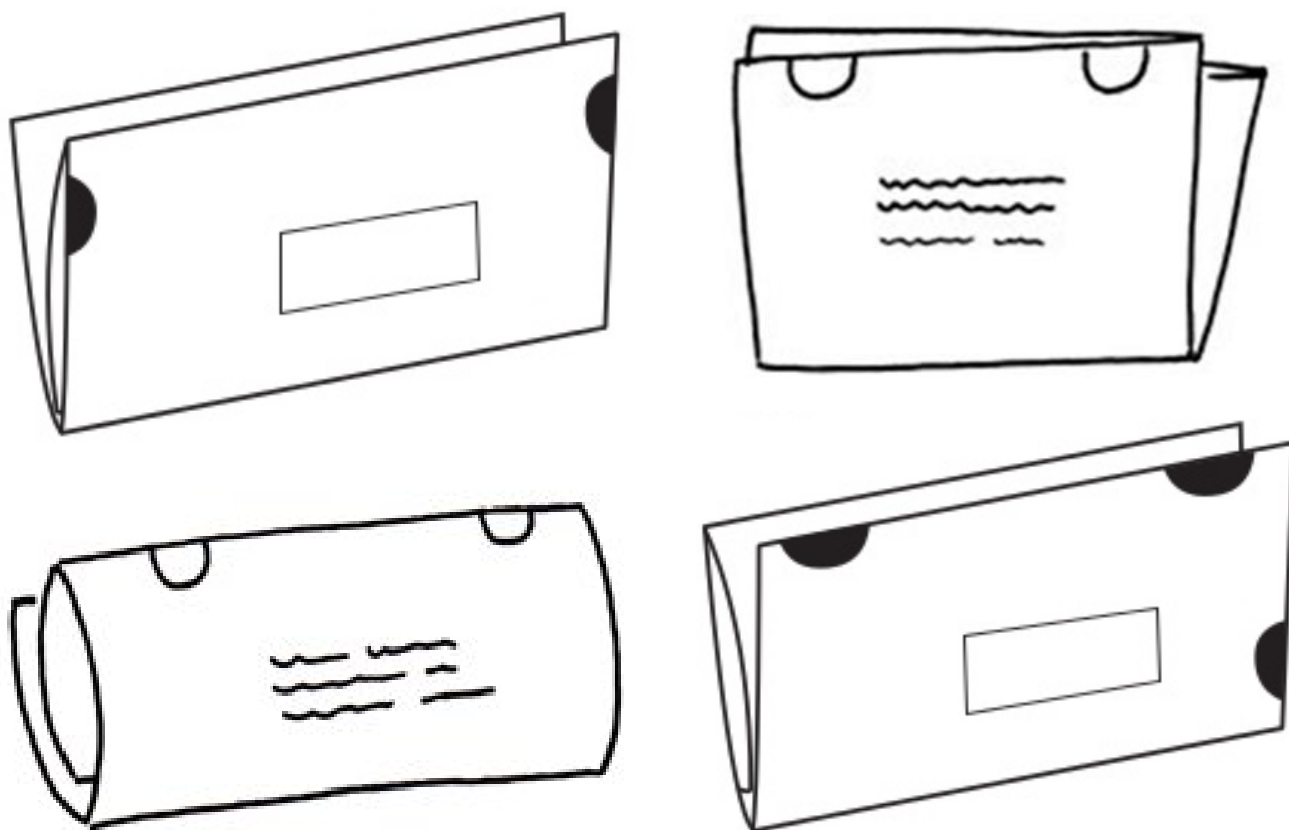
## OPTICAL CHARACTER READER (OCR)

- Readable type styles, acceptable fonts
- Minimum font point size: 8 (must use all uppercase letters)
- Maximum font point size: 18
- Prefer PICA or ELITE 10 – 12 point type
- Recommended font: Arial
- Avoid handwritten
- As a rule, do not use type styles defined as light, bold, extended, or condensed. Do not use italic, highly ornamental, or script-like styles. Stylized and script printing may not be used on mail claimed at automation rates.

## FOLDED SELF-MAILERS

- A folded self-mailer is formed of at least two panels created when a single sheet or multiple unbound sheets of paper are folded together and sealed to form a letter-size mail piece without an envelope.
- As a general rule, folded self-mailers must have the fold on the bottom edge of the piece and two tabs on either the top of the piece (about an inch in from either edge) or near the top of the leading edge and the rear edge. The paper for the piece must be at least 70 lb. text weight. Failure to meet these standards will result in the piece being judged “nonmachinable” and a surcharge will be added.
- Rules governing self-mailers are complex. For further information contact the U.S Post Office.

### *Folded Self-Mailers: Correct folding and placement of labels*





## U.S. STATES, TERRITORIES, POSSESSIONS, PROTECTORATES, DISTRICTS ABBREVIATIONS

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Colombia	DC	North Dakota	ND
Federal States of Micronesia	FM	Northern Mariana Islands	MP
Florida	FA	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Palau	PW
Idaho	ID	Pennsylvania	PA
Illinois	IL	Puerto Rico	PR
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Marshall Islands	MI	Vermont	VT
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

## LOCATER & DIRECTIONAL ABBREVIATIONS

Apartment	APT	Office	OFC
Avenue	AVE	Parkway	PKWY
Basement	BSMT	Place	PL
Boulevard	BLVD	Plaza	PLZ
Building	BLDG	Road	RD
Bypass	BYP	Room	RM
Center	CTR	Route	RT
Circle	CIR	Rural Route	RR
Court	CT	South	S
Department	DEPT	Southeast	SE
Drive	DR	Southwest	SW
Expressway	EXPY	Station	STA
Floor	FL	Street	ST
Fort	FT	Suite	STE
Freeway	FWY	Terrace	TER
Heights	HTS	Trail	TRL
Island	IS	Turnpike	TPKE
Junction	JCT	Valley	VLY
Lake	LK	View	VW
Lane	LN	Village	VLG
Lower	LWR	West	W
Mountain	MT	Road	RD
North	N		
Northeast	NE		
Northwest	NW		

## OTHER FREQUENTLY USED ABBREVIATIONS

- Nebraska State Office Building: NSOB
- Administrative Services: AS
- Manager: MGR
- Administrator: ADM

## AGENCIES SERVED BY INTERAGENCY MAIL SERVICE

A

AGENCY	ADDRESS	SUITE
Abstractors, Board of Examiners	NSOB	1 <sup>st</sup> Fl.
Accountability & Disclosure Commission	1225 L St.	Ste. 400
Adjutant General/Military	2433 NW 24 <sup>th</sup> St.	
<b>Administrative Services (DAS):</b>		
Accounting	1526 K St.	Ste. 240
Budget	State Capitol	Rm. 1320
Building Division	1526 K St. NSOB	Ste. 200 LL
Capitol Commission	State Capitol	7 <sup>th</sup> Fl.
Central Finance/Services	1526 K St.	Ste. 240
Chief Information Officer (CIO)/Communications	501 S 14 <sup>th</sup> St.	
Director's Office	1526 K St.	Ste. 250
Employee Benefits	1526 K St.	Ste. 110
Employee Relations	1526 K St.	Ste. 120
<b>Materiel:</b>		
Printing Services	501 S 14 <sup>th</sup>	LL
Copy Services	NSOB	LL
Purchasing	1526 K St.	Ste. 130
Mail Center	NSOB State Capitol	1 <sup>st</sup> Fl. Rm. 1419
Recycling	5001 S 14 <sup>th</sup> St.	
Surplus Property	5001 S 14 <sup>th</sup> St.	
Personnel/Affirmative Action	1526 K St.	Ste. 100
Risk Management	1526 K St.	Ste. 220
309 Task Force for Building Renewal	1526 K St.	Ste. 210
Transportation Service Bureau (TSB)	1400 M St.	
Aeronautics (DOT)	3431 Aviation Rd.	Ste. 150
Agriculture	NSOB	4 <sup>th</sup> Fl.
Ag Labs	3701 S 14 <sup>th</sup> St.	
Attorney General	State Capitol Great Western Bank Bldg. 1221 N St.	Rm 2115 5 <sup>th</sup> Fl.

B

C

D  
E

AGENCY	ADDRESS	SUITE
Auditor of Public Accounts	State Capitol NSOB	Rm 2303 5 <sup>th</sup> Fl.
Banking & Finance	1526 K St.	Ste. 300
Barber Examiners	1220 Lincoln Mall	Ste. 100
Blind & Visually Impaired	4600 Valley Rd.	Ste. 100
College Board	1327 H St.	Ste. 200
Corn Board	NSOB	4 <sup>th</sup> Fl.
County/City Gov. & Health Dept.	555 S 10 <sup>th</sup> St.	
<b>Corrections:</b>		
Dept. of Correctional Services (DCS)	Folsom & Prospector	Bldg. 1
Community Corrections Center- (CCL)	2720 West Van Dorn St.	
Lincoln Correctional Center (LCC)	3216 West Van Dorn St.	
Nebraska State Penitentiary	14 <sup>th</sup> & Hwy 2	
Parole Administration	Folsom & West Prospector	Bldg. #1
Parole Board	Folsom & West Prospector	Bldg. #1
Pardon Board	Folsom & West Prospector	1 <sup>st</sup> Fl.
Cornhusker State Industries	800 Pioneers Blvd.	
Federal Surplus Property (mail only)	2700 W Van Dorn (through CSI)	
Staff Training Academy	2320 N 57 <sup>th</sup> St.	
Diagnostic & Evaluation Center (D&E)	3220 West Van Dorn St.	
Crime Commission	NSOB	5 <sup>th</sup> Fl.
Deaf & Hard of Hearing	4600 Valley Rd.	Ste. 420
Economic Development	NSOB	4 <sup>th</sup> Fl.
<b>Education</b>		
Dept of Education	NSOB	6 <sup>th</sup> Fl.
Vocational Rehabilitation Services	NSOB	6 <sup>th</sup> Fl.
Vocational Rehabilitation Services	3801 N 27 <sup>th</sup> St.	Ste. 6
Assistive Technology Partnership	3901 N 27 <sup>th</sup> St.	Ste. 5/6
Disabilities Determination Unit	7800 S 15 <sup>th</sup>	
Educational Land & Funds	555 N Cotner Blvd.	
ETV (Educational Telecommunications)	1800 N 33 <sup>rd</sup> St. (through UNL)	
Electrical Division	1220 Lincoln Mall	Ste. 125

F  
G

H

I

L

AGENCY	ADDRESS	SUITE
Energy Office	521 S 14 <sup>th</sup> St.	Ste. 300
Engineers & Architects	215 Centennial Mall	Ste. 400
Environmental Quality	Atrium (1200 N St.)	Ste. 400
Equal Opportunity Commission	NSOB	5 <sup>th</sup> Fl.
Environmental Trust	700 S. 16 <sup>th</sup> St.	Ferguson House
Ethanol Board	NSOB	4 <sup>th</sup> Fl.
Fire Marshall	246 S 14 <sup>th</sup> St.	
Foster Care Review Board	1225 L St.	Ste. 401
Game & Parks Commission	2200 N 33 <sup>rd</sup> St.	
Geologists Board	215 Centennial Mall South	Ste. 400
<b>Governor</b>		
Governor's Office	State Capitol	Rm. 2316
Lieutenant Governor	State Capitol	Rm. 2315
Policy Research Office	State Capitol	Rm. 1319
Mansion	1425 H St.	
Grain/Sorghum Board	NSOB	4 <sup>th</sup> Fl.
<b>Health &amp; Human Services</b>		
Health & Human Services Mail/ Distribution Center	NSOB	5 <sup>th</sup> Fl.
Health/Ag. Labs	3701 S 14 <sup>th</sup> St.	
Regional Center	801 W Prospector Pl.	
Historical Society	1500 R St	
Indian Affairs	State Capitol	6 <sup>th</sup> Fl.
Industrial Relations	NSOB	5 <sup>th</sup> Fl.
Insurance	1135 M St.	Ste. 300
Investment Council	1526 K St.	Ste. 420
<b>Labor</b>		
Dept. of Labor	550 S 16 <sup>th</sup> St.	
Labor Safety	550 S 16 <sup>th</sup> St.	
Job Training	550 S 16 <sup>th</sup> St.	
Workforce Development	550 S 16 <sup>th</sup> St.	
Greater Nebraska Job Training	1111 O St.	Ste. 222
Landscape Architects, Ne State Board of	215 Centennial Mall S	Ste. 400



<b>AGENCY</b>	<b>ADDRESS</b>	<b>SUITE</b>
Land Surveyors	555 N Cotner Blvd.	LL
Latino American Commission	State Capitol	6 <sup>th</sup> Fl.
<b>Legislature</b>		
Legislative Council	State Capitol	Rm. 1010
Clerk of the Legislature	State Capitol	Rm. 2018
Ombudsman (Public Counsel)	1225 L St.	Ste. 300
Legislative Research	State Capitol	Rm. 1201
Revisor of Statutes & Bill Drafting	State Capitol	Rm. 358
Library Commission	Atrium/ 1200 N St.	Ste. 120
Liquor Control Commission	NSOB	5 <sup>th</sup> Fl.
Military	2433 NW 24 <sup>th</sup> St.	
Motor Vehicles	NSOB	1 <sup>st</sup> Fl.
Motor Vehicle Industry Licensing Board	NSOB	1 <sup>st</sup> Fl.
Natural Resources	NSOB	4 <sup>th</sup> Fl.
Nebraska.Gov Website	Send thru Library Commission	
NEMA (Ne Emergency Mgmt.)	2433 NW 24 <sup>th</sup> St.	
<b>Patrol, State (Nebraska State Patrol)</b>		
State Patrol Headquarters	1600 Highway 2	
SOR (Sex Offender Registry)	3800 NW 12 <sup>th</sup> St.	
CID (Criminal Identification Div.)	3800 NW 12 <sup>th</sup> St.	
Traffic, HQ Troop, K-9	4130 NW 37 <sup>th</sup> St.	
Carrier Enforcement, Supply	3920 W Kearney St.	
Crime Lab	3977 Airpark Rd.	
Communication/JOC	244 NW 24 <sup>th</sup> St.	
Postsecondary Education	Apothecary Bldg. 140 N 8 <sup>th</sup>	Ste. 300
Power Review Board	NSOB	LL
Public Accountancy Board	1526 K St.	Ste. 410
Public Advocacy	Apothecary Bldg. 140 n 8 <sup>th</sup> St.	Ste. 270
Public Service Commission	Atrium 1200 N St.	Ste. 300
Racing Commission	5900 Walker Ave.	
Real Estate Commission	NSOB	1 <sup>st</sup> Fl.
Real Estate Property Appraiser	NSOB	1 <sup>st</sup> Fl.

S

AGENCY	ADDRESS	SUITE
Retirement System	1526 K St.	Ste. 400
<b>Revenue</b>		
Department of Revenue	NSOB	2 <sup>nd</sup> Fl.
Lottery & Gaming	137 NW 17 <sup>th</sup> St.	
Taxpayer's Assistance	NSOB	2 <sup>nd</sup> Fl.
Motor Fuels	NSOB	2 <sup>nd</sup> Fl.
Property Assessment & Taxation	NSOB	2 <sup>nd</sup> Fl.
Problem Gambling	Ferguson House	1 <sup>st</sup> Fl.
Roads, Department of Transportation	1500 Hwy. 2	
<b>Secretary of State</b>		
Office of the Secretary of State	State Capitol	Rm. 2300
Finance & Human Resources	State Capitol	3 <sup>rd</sup> Fl.
Election Division	1221 N St.	Ste. 103
Business Services Division	1201 N St.	
Uniform Commercial Code Div. (UCC)	1201 N St.	
Notary	1201 N St.	
Corporations Division	1201 N St.	
Licensing Division	1201 N St.	
Records Management Center	440 S 8 <sup>th</sup> St.	Ste. 210
ServeNebraska/Volunteer Service Commission	State Capitol	6 <sup>th</sup> Fl.
<b>Supreme Court</b>		
Clerk of the Supreme Court	State Capitol	Rm. 2413
Court of Appeals	State Capitol	9 <sup>th</sup> Fl.
Administrator's Office	State Capitol	Rm. 1207
Probation Administration	State Capitol	Rm. 1207
Law Library	State Capitol	3 <sup>rd</sup> Fl.
Office of Dispute Resolution	State Capitol	12 <sup>th</sup> Fl.
Counsel for Discipline	3808 Normal Blvd.	
Attorney Services	3806 Normal Blvd.	
Office of Judicial Branch Education	5001 Central Park Dr.	
Financial Division/Probation	Exec Bldg. 521 S 14 <sup>th</sup>	1 <sup>st</sup> /2 <sup>nd</sup> Fl.
Supreme Court Reporter	State Capitol	Rm. 1214
Office of the Public Guardian	1540 S 70th St.	Ste. 202
Tax Equalization & Review Commission	NSOB	6 <sup>th</sup> Fl.

T

AGENCY	ADDRESS	SUITE
Tourism	NSOB	1 <sup>st</sup> Fl.
<b><i>Treasurer</i></b>		
Office of the State Treasurer	State Capitol	Rm. 2005
Unclaimed Property Division	809 P St.	
Child Support Payment Center	421 S 9 <sup>th</sup> St.	
UNL (University of Ne, Lincoln, ETV)	UNL Mail Center	
Veteran's Affairs	NSOB	4 <sup>th</sup> Fl.
Veteran's Affairs Regional Office	3800 Village Dr.	
Wheat Board	NSOB	4 <sup>th</sup> Fl.
Workman's Compensation Court	1010 Lincoln Mall	Ste. 100
Workman's Compensation Court Admin	1221 N St.	Ste. 402

## OMAHA INTERAGENCY MAIL SERVICE

There is limited Interagency Mail service to Omaha. BOXES, HEAVY AND/OR BULKY ITEMS CAN NOT BE SENT through Interagency Mail. They must be mailed either UPS or USPS.

ONLY LETTERS & LARGER ENVELOPES WILL BE ACCEPTED. Interagency Mail can be sent to the following locations in Omaha:

- Omaha State Office Building- 1313 Farnam
- Nebraska Arts Council- 1004 Farnam
- UNO (University of Nebraska Omaha)
- UNMC (University of Nebraska Center)

## GUIDELINES WHEN AGENCIES MOVES

When an agency or part of an agency is planning a change in location, questions concerning mail should be considered during the preliminary planning stages. Continuing mail courier service requires at least 6 months prior notice as well as a guarantee of safe, available parking. Another consideration would be the amount of mail generated by the agency on a daily basis. A change of address form is available on the Mail Services website and if your agency is planning on moving, please fill it out and send it to us.

# BEST WAY

7

This chapter contains a few tips to help decide the best mailing option for a particular situation. For questions please call 402-471-6659. By marking a mail piece “Best Way”, the Mail Center will mail it in the most economical way possible.

When sending letters, the most cost effective method is “presort” or “automated”. This is first class mail at a discount rate (saving approximately 2 cents per piece). In order to qualify, letters must be printed, not handwritten, and of the appropriate size (including thickness) and appropriate weight (maximum a little over 3 oz).



***Print (don't handwrite) on envelopes  
to save your agency \$\$\$***

When mailing flats (large envelopes with a regular surface, no greater in length than 15”) “presort” is again the most cost effective method. If the mail piece is time sensitive, you might consider sending it “Full Rate” which is a little bit faster but also costlier. If unsure, ask us!

## TRACKING MAIL

For tracking mail, there are several options. Envelopes and flats sent through the U.S. Postal Service cannot be tracked unless additional services are selected. USPS Tracking is free with First Class Parcels, Priority mail, Media mail, and Library mail. Letters and flats can be sent certified (domestic) or registered (if sending internationally) and can be tracked every step of the way. Express Mail can also be tracked.

If proof of delivery is required, use Certified Mail services with a return receipt, or Registered Mail services with a return receipt. Signature Confirmation, to a lesser degree, can also be used to confirm delivery. For UPS items, the package tracking number can be used on the internet to confirm who signed for a package and when.

International shipments can be sent using either the U.S. Postal Service or UPS.

## INSURANCE

If a shipment is valuable and it is desired, extra insurance can be obtained through both the U.S. Postal Service and UPS. Insurance up to \$25,000 can be obtained using Registered Mail service.

## SUSPICIOUS MAIL

Occasionally a customer will encounter a letter or package that makes them feel uncomfortable. If this happens in your work place, please follow the procedures outlined in the illustration below. Immediately call State Patrol/Capitol Security Division at 402-471-2400 and alert them that you have a suspicious package.

# SUSPICIOUS MAIL OR PACKAGES

**Protect yourself, your business, and your mailroom.**

**If you receive a suspicious letter or package:**

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

The illustration shows a letter and a package with several warning signs labeled with lines pointing to them:

- Restrictive markings:** Points to the word "PERSONAL!" written in large, bold letters on the letter.
- No return address:** Points to the absence of a return address on the letter.
- Misspelled words, Badly typed or written:** Points to the address "CHIEF EXECUTIVE OFFICE" and "222 N. HARVE ST." on the letter.
- Unknown powder or suspicious substance:** Points to a small pile of white powder on the letter.
- Possibly mailed from a foreign country, Excessive postage:** Points to several US postage stamps on the letter.
- Sealed with tape:** Points to the top of the cardboard package.
- Excessive tape:** Points to the bottom of the cardboard package.
- Oil stains, discolorations, crystallization on wrapper:** Points to a stain on the bottom of the cardboard package.
- Strange odor:** Points to the bottom of the cardboard package.
- Incorrect title or addressed to title only:** Points to the address "Operations Manager" on the package.
- Rigid or bulky:** Points to the bottom of the cardboard package.
- Lopsided or uneven:** Points to the bottom of the cardboard package.
- Protruding wires:** Points to a wire protruding from the bottom of the cardboard package.

**If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:**

- Isolate area immediately
- **Call 911**
- Wash your hands with soap and water

To order this poster, call 1-800-333-6217.  
Poster 01 September 2006  
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## TIME SENSITIVE MAIL

If mail is time sensitive and speed of delivery is an issue, there are quite a few options:

**U.S. Postal Service:** First class mail (letters, flats, and parcels) generally take one to three days for delivery if sent in Nebraska or regionally. Delivery may take longer depending on what area of the Country it is addressed to. Priority Mail takes one to three days for delivery for most areas of the Country. USPS Priority Express mail has a next day delivery for most areas (10:30 AM delivery available for an extra charge). International, Priority Mail International Mail takes approximately six to ten days for delivery. Priority Mail Express International takes three to five business days for delivery. Global Express Guaranteed takes one to three business days for delivery. International delivery times will vary according to destination and weather conditions.

**UPS:** UPS Ground Service has a one day guarantee for most of central and eastern Nebraska. Before using UPS Next Day Services, it would be cost effective to first check the ground guarantee for the area where the mail piece is being delivered. UPS Next Day Services (Early AM, Next Day, Next Day Saver) will deliver anywhere in the United States (possible exceptions: parts of Alaska, Hawaii, some protectorates, etc.) the next day. UPS also has 2<sup>nd</sup> day and 3<sup>rd</sup> day Air Services.

Internationally, UPS has several choices: UPS Worldwide Express Plus (1-3 business days, 9:00 AM); UPS Worldwide Express (1-3 business days, 12:00 noon); UPS Worldwide Saver (1-3 business days, by end of day), UPS Worldwide Expedited (2-5 business days, by end of day); UPS Standard International (over 5 days, by end of day). International delivery times will vary according to destination.

It should be noted that time guarantees on ALL mail do not cover inclement weather, natural disasters, or other unforeseen circumstances.



## FOR BEST RESULTS



- Large certified mailings should be brought to the Mail Center early in the day, before 1:00 PM
- Any mail going to the Legislature should have a return address in the upper left hand corner of the mail piece.
- All preprinted mailing indicia (such as our bulk mailing indicia) appearing in the right hand upper corner of the mail piece should be covered with a blank label if the mail piece is to go First Class.
- Hazardous materials can not be sent UPS; before mailing potentially hazardous materials check with the Mail Center or the USPS.
- USPS Express Mail, International mail requiring a customs form (refer to page 15) or any mail that must be presented to a Post Office counter, should be in the NSOB Mail Center before the given cutoff times.
- All flats should be sealed.
- Packages containing liquids should be well checked for leakage before arriving at the mail center.
- Registered mail should have all exposed seams sealed with brown filament tape (refer to page 11)
- Any misdelivered mail (other than Interoffice Mail) or “Return to Sender” mail will be returned to the Post Office.
- Please cover any previous bar codes on packages when sending UPS.